



GRADUATE SCHOOL

**Instructions for
Graduate Application
ApplyYourself (AY) WebCenter**

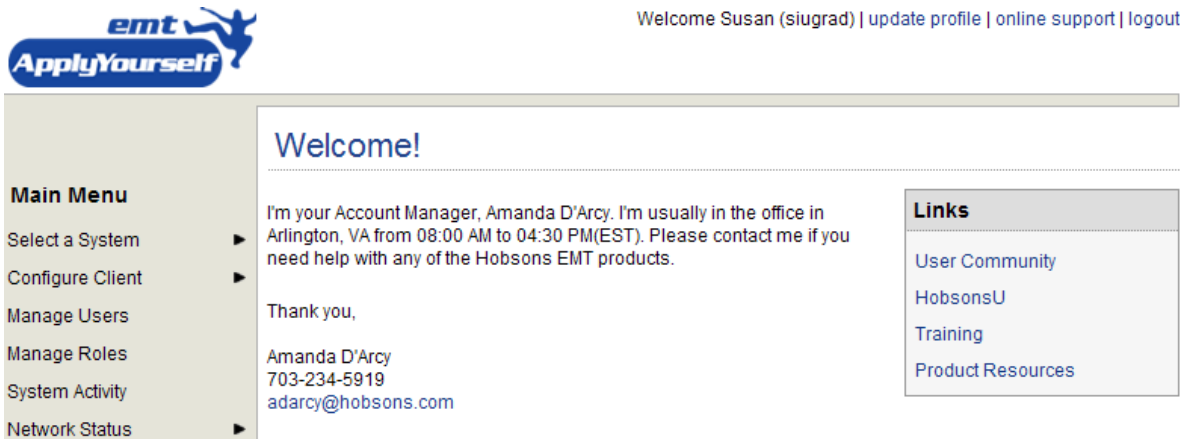
Last Updated June 20, 2013

Logging into the WebCenter

- You must request access to use AY. Please contact your Admissions Officer to request access.
- From your computer desktop, open your internet browser (Microsoft Internet Explorer is recommended).
- In the address field of your browser type:
<https://webcenter.applyyourself.com/>



- Enter the Client ID. This will always be siugrad.
- Enter your User ID. You will receive your User ID from I-Client Support at Hobsons via email once you have been granted access to AY.
- Enter your Password. You will receive your Password from I-Client Support at Hobsons via email once you have been granted access to AY.
- Click on Go or hit the enter key on your keyboard.
- If you are logging in for the first time, you will be required to change your password.
- After you have successfully logged in you will be taken to the main menu in the WebCenter.



- In the top right hand corner of the page you should see a welcome message that lists your User and Client IDs.
- You can change your password and set up your preferences for auto notification of applications/recommendations/ and enrollment decisions by clicking on updated profile.

- You can use online support to find answers to common questions.
- **NOTE:** The Account Manager for the Graduate School is listed on the main page. Please do not contact this person directly. If you have an issue that needs to be resolved, please contact your admissions officer directly.

Training Available in AY

- There is a Links box located on the right side of the main menu.



- Click on the Word Training.
- You will be taken to the Training Information Page

Main Menu :: Training Information

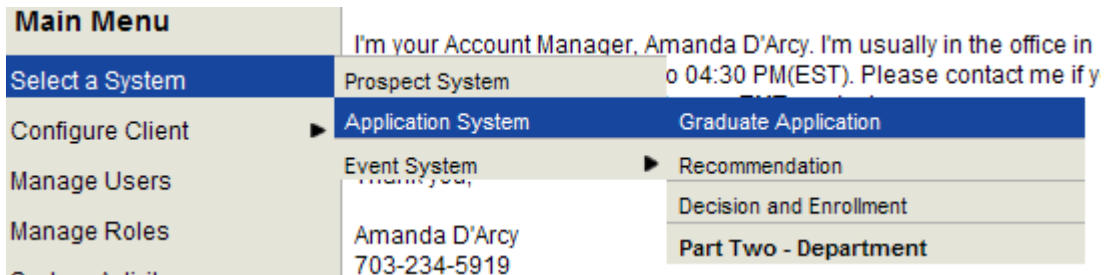
ApplyYourself Training Information



- From here you can choose your preferred method of training. You can listen recorded sessions or participate in online training.
- You must complete the Introduction to the ApplyYourself WebCenter. This is available as a recorded session.
- You should complete the Introduction to Application. This class is available online or through a recorded session.
- If you plan on utilizing other components of the AY system, you must complete the required training sessions.
- If you need additional help with training issues in AY, please contact your admissions officer.

Navigation within the WebCenter – Graduate Application

- Navigation within the WebCenter requires users to first Select a System.



- Click Select a System on the main menu.
- A rollout menu will open. Choose Application System.
- Another rollout menu will open with the different modules available in AY.
- The Graduate Application module is where all applications are available.
- The Recommendation module allows you to access and search for recommendation letters.
- The Decision and Enrollment module allows you to see whether or not a student is accepted or declined an offer of admission.
- The Part Two – Department module allows you to access departmental applications. This module should only be used by departments that have created a supplemental application.

Working in the Graduate Application System

- Navigate to the Graduate Application System.
- You will be taken to the main page in the Graduate Application System.
- An overview box on the right side shows application summary information about applications, such as the number of in-Progress (unsubmitted) Applications; Today's submitted Applications; Applications submitted this week; Applications submitted this month; Applications submitted to Date. You will see application information for your department only.

Overview	
In-Progress Applications:*	3521
Today's Submitted Applications:	1
Applications Submitted this Week:*	33
Applications Submitted this Month:*	144
Applications Submitted to Date:*	5506

* These numbers reflect totals as of Thursday, October 20, 2011 2:05:01 AM (EST)

- The Applications box is located in the right corner of the Graduate Application main page.

Applications

To access your Application Batches in pdf format, please click on the button below:

[application batches](#)

- Click on application batches to print daily application batches including all uploaded documents but excluding recommendation letters.
- The Batch Print Screen will open.

Application Module :: Batch Print

show | hide instructions

Batch Printed Date From:

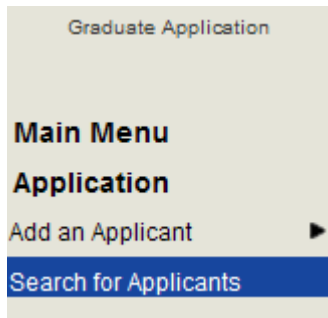
We recommend copying each .pdf file to your local hard drive for record-keeping purposes. To save a file, right click on the batch name, then select the option to "save target as." You will be prompted to save the .pdf file to your local file system. PDF files that are older than 30 days are automatically deleted from the WebCenter.

Batch Name	Date	Click to View
<input type="checkbox"/> 845_Batch(1)	10/20/2011 4:56:24 AM	<input type="button" value="view"/>

- Click on the View button to a PDF document of the application(s). You can also click on the Batch Name to view the same PDF document.
- Once you have printed or saved an application batch you have the option of deleting it by checking the box next to the appropriate batch name and clicking the delete button.

Searching for Applicants

- From the Graduate Application page, click on Search for Applicants.



- The Search for applicants screen will appear.

Application Module :: Search for Applicants

show | hide instructions submit

Display Options	Record Options
Number of Records to Display: <input type="text" value="50"/>	<input checked="" type="radio"/> Submitted <input type="radio"/> Not Submitted <input type="radio"/> Both
Do you want to view the records with details <input type="checkbox"/>	

- Display options will show the total number of files that will be returned during the search. The number is defaulted to 50. Click on the down arrow to change the number of records displayed.
- Records Options with show the type of files to be displayed. The type is defaulted to submitted. If you would like to search for unsubmitted or both types of applications, use the radio button to change.

Available Search Options

Select one of the following options

Search by Date

Search by Date submit

Creation Date

Submission Date

- Search method is defaulted to Submission Date. Use the down arrow to select t all or the number of days you would like to search.
- Click on the submit button to execute search
- Change the radio button to Creation date to see all unsubmitted applications. Use the down arrow to select all or the number of day you would like to search.
- Click on the submit button to execute search

Search by Individual

Search by Individual submit

First Name: Wildcard searches can be performed.

Last Name: Please [click here for assistance](#).

Birthdate:
mm/dd/yyyy

Email Address:

Zip/Postal Code:

PIN:

Applicant ID:

- You choose the parameters to conduct the search. You can search by First Name; Last Name; Birth date; Email Address; Zip Code; Pin number or Applicant ID.
- Click on submit to execute the search.
- You can perform a wildcard search by using a percent sign. For example, in the Last Name field you can search for rob%. This will return applicants whose Last Name begins with Rob. For additional assistance performing wildcard searches, please use the green click here for assistance link.

Search Using Query

Search Using Query submit

System Queries:

OR

User Queries:

- Use the down arrow under User Queries to choose a saved query to conduct your search.
- Click on the submit button in order to execute the search.

Creating Search Queries

- You must have access in AY to create Queries.
- If you do not have access please contact your Admissions Officer for assistance.
- Training for creating Email Templates is available through AY. See Training Available in AY.
- If you need additional assistance please contact your Admissions Officer.

Search by Group

- This search method is only applicable to those who have set up their own groups. If you have not set up any groups do not use this method.
- Follow the same steps as outlined above in Search Using Query

Search by Action





- This search method is only to be used by Graduate Admission staff.

Search Results Screen

- Once you have executed a search a list of applicants will be generated based upon your search parameters.

Application Module :: Search Results Sort: Ascending Descending

[show](#) | [hide instructions](#) Record: 1 - 2 of 2

Name	Email Address	Submitted	Export
<input type="checkbox"/> Test, April	areiman@siu.edu	10/12/2011	Y  
<input type="checkbox"/> Test, Sinha	rsinha@siu.edu	10/27/2010	Y  

Click to select or deselect all records on this page Select an Action:

Apply to Selected Apply to All

- Now you can perform actions on your list of applicants.
 - To perform the same action on all applicants in the list, click on the Click to select or deselect all records on this page checkbox.
 - Click on the radio button Apply to All.
 - Use the drop down arrow next to Select an Action to choose to perform.
 - Click on Go to perform the selected action.
 - To perform an action on some of the applicants in the list, click on the checkboxes next the applicant's name.
 - Change the Radio button to Apply to Selected.
 - Use the drop down arrow next to Select an Action to choose which action to perform.
 - Click on Go to perform the selected action.
-
- You can view/print individual applications by clicking on the PDF icon on the right side of the page.
 - All documents uploaded by the student, except for recommendation letters, are attached to the application.

- To conduct a new search for applicants click on New Search.

Click directly on an applicant's name view the Applicant Summary Page. This page allows you to see all responses to each question on the graduate application. The Applicant Summary Page allows you to see the applicant's name; address; term applied for; department applied for and degree at a glance. Departments are also able to see all review forms from this section. Information regarding recommendations and whether the application fee has been paid is available under the Supporting Documents section. Status Information includes the final admission decision and print button to view the student's online admission letter. If applicable, Enrollment information will also be available from this page.

Applicant Summary Page

The screenshot shows the Applicant Summary Page for Ratna Test. The page is divided into several sections:

- Quick View:** A green header with a link to view the Quick View screen.
- Personal Information:** A table containing the applicant's name (Ratna Test), address (154 Brian Ave, Murphysboro, Illinois 62966, United States of America), gender (Female), and financial aid status.
- Contact Information:** A table with fields for Phone (618), Fax, Email (rsinha@siu.edu), and Subscription Status (Subscribed).
- Academic Information:** A table with fields for DOB (12/25/1955), SSN, School (LA), Term (Spring 2011), Round, Degree (Ph.D.), and Dept/Major (Psychology).
- Buttons:** A row of buttons for "print application", "print Recommendation", "view comments", "view history", and "view groups".
- View Full Application:** A list of links for "Application for Admission", "Personal Data", "Program Information", "International Student Information", "Test Scores", "Previous Colleges", "Personal and Biographical Statement", "Research Interest/Experience", "Resume/Vita", "Writing Sample", "Portfolio", "Financial Support", "Public Safety Questions", "Graduate School Review Form", "Departmental Review Form", and "International Review Form".
- Supporting Documents:** A section with links for "Application Fee Recommendation", "Sinha,Ratna", "Add New Recommendation", and "Transcripts".

Callout boxes provide additional context:

- "Click here to view the Quick View Screen" points to the "Quick View" link.
- "Name, Address and Departmental Information" points to the personal and academic information tables.
- "You can use these buttons to print applications and recommendations" points to the "print application" and "print Recommendation" buttons.
- "Click on Application for Admission to Expand to view specific documents" points to the "Application for Admission" link.
- "These are internal links to the evaluation pages" points to the "Graduate School Review Form", "Departmental Review Form", and "International Review Form" links.
- "Click the link to see supporting documents" points to the "Sinha,Ratna" link in the Supporting Documents section.

The status information page is available on the bottom of the Application Summary Page.

Status Information	
Application Source:	Applicant
Last Updated Information:	Applicant on 4/23/2011 11:03:57 AM EST
Created Last Accessed:	1/4/2011 1/29/2011
Submitted:	Yes
Submit Date:	1/19/2011 12:58:00 PM EST
Exported Date:	1/20/2011 8:10:00 AM EST
Decision:	print <input type="button" value="print"/> AD <input type="button" value="v"/>
Decision Reason:	-- Select -- <input type="button" value="v"/>
Decision Date:	4/1/2011 <input type="button" value="calendar"/>
Decision Publish Date:	4/1/2011 <input type="button" value="calendar"/>
Decision Viewed?	Yes at 4/23/2011 11:03:00 AM
Enrollment Deadline Date:	<input type="text"/> <input type="button" value="calendar"/>

Click here to view the decision letter

Look here to see if the student has viewed the decision

Final decision is displayed here.

Decision date and date decision is available for student to view is available here

Once a student has viewed an offer of admission an Enrollment section will be available on the Applicant Summary Page. For purposes in AY Enrollment does not mean registration. It is referring to offers of admission.

Enrollment
Enrollment Form Enrollment Accepted on 3/22/2011 12:55:00 AM

Look here to see if an admission offer was accepted or declined by the applicant

- You can click on the words Enrollment Form to view additional enrollment details.

Supporting Documents – Applicant Summary Page

Supporting Documents
Application Fee Recommendation Transcripts

Supporting Documents - Application Fee

- To see whether or not an application fee has been paid click on the words Application Fee under Supporting Documents.
- A window with the payment information will appear.

Application Fee		close window
Payment Type	Check	print voucher
Payment Amount	\$50	
Payment Status	Not Received	
Payment Amount Received	\$	
Payment Received Date		
		save

- To print a copy of the payment details click on print voucher.
- To update the payment status click on the down arrow.
- NOTE: Application fees are waived for SIUC employees and McNair Scholars. Application fees should not be waived for any other applicants except in extreme hardship cases.

Supporting Documents – Recommendations

- To print all PDF recommendations submitted from the Applicant Summary Page.



- Click on Print Recommendation.
- All recommendation letters submitted for the application will appear. The first page will be a Summary page listing the recommenders name and the date submitted. Recommendation forms and letters will follow.
- To view the names of all of an applicant’s recommenders click on the Recommendation link under Supporting Documents.

Supporting Documents

- [Application Fee](#)
- [Recommendation](#)
- [Carter,Emily](#)
- [Davidson,Dave](#)
- [Shinde,Jaysinha](#)
- [Add New Recommendation](#)
- [Transcripts](#)

- To view the full recommendation click on the recommender's name.
- The Recommendations screen will appear.
- To view the recommendation form/letters click on the print button. This option is only available after the recommender has submitted the required forms.
- This will open a PDF document containing the recommendation form and any uploaded letters.

The screenshot shows a web interface titled "Recommendations" with a "close window" button in the top right. On the left, there is an "Edit Profile" section with a form containing the following fields:

IL			
USA			
Applicant Name:			
Relationship:	Professor	Online:	Yes
Employer:	no		
Title:	Professor		
Waive the right:	No		
Email:			
Phone:			

On the right side of the form, there are two buttons: "View Full Recommendation" and "Recommendation Form". Below these is a "print" button. An arrow points from a text box to the "print" button. The text box contains the text: "Click here to print recommendation information".

Below the profile section is a "Status Information" section with the following data:

Submitted:	Yes
Submit Date:	4/4/2011 11:49:00 AM Click here to unsubmit
Status:	Received (Official)
Exported Date:	
Printed Date:	

Supporting Documents - Change Recommendation Status

- Click on Recommendation under Supporting Documents to view all recommenders.
- Click on the appropriate recommender name to open the Recommendations page.
- Under Status Information click on the words located on the status line

This is a close-up of the "Status Information" section from the previous screenshot. It shows a table with the following content:

Submitted:	Yes
Submit Date:	4/4/2011 11:49:00 AM Click here to unsubmit
Status:	Received (Official)
Exported Date:	
Printed Date:	

- The update status screen will appear.

The screenshot shows the "Update Status" screen with a "close window" button in the top right. The main content area has the following fields:

Status*: (with a down arrow) ← Change status here

Received Date:

At the bottom right of the form is a "save" button.

- Use the down arrow to change the status.

- Enter the Received Date if appropriate.
- Click on save.
- Click on Close Window.

Supporting Documents - Upload a recommendation letter

- Click on the recommender's name to view the Recommendation screen. See Recommendations.
 - Make sure the status of the letter is set to Received. See Change Recommendation Status.
 - Click on Recommendation Form. Another link called Recommendation Form appears. Click on the second Recommendation Form link.
 - The Recommendation Form will appear.
- Scroll down to Part II of the form to upload the letter.

Please upload a formal Letter of Recommendation for the applicant addressing the following:

1. Please focus on specific strengths and weaknesses in areas such as: practical related experience, teaching/training experience, personal attributes, academic ability and potential, areas for future growth.
2. How long and in what capacity have you know this applicant?
3. Would you recommend this person for an assistantship? If so, what skills and attributes would the applicant bring to an assistantship?

To upload a document in response to this question, please click the 'upload' button below. If your upload is successful, you will see a 'view document' button and a 'delete' button appear next to the question.

upload document

- Click on upload document.
- The File Upload page will appear.

File Upload close window

Please select a file to upload using the "Browse..." button below. If you experience difficulties, please contact technical support.

The file cannot exceed 600 KB in size and should be in .doc, .wpd, .rtf, .xls, .pdf, .docx, .xlsx or .txt format. *For Macintosh users, please note that the filename must include the appropriate three- or four-letter extension.* Also, please do not attempt to upload a document that is password-protected or that contains macros. This will cause the process to fail.

Browse...

upload document

- Click Browse.
- Locate the file on our computer and click to open.
- On the File Upload Screen click upload document.
- The screen will update to include a view document section.
- Click save then close window.

Supporting Documents – Transcripts

- Transcript information will be entered by the Graduate School

Creating Email Templates

Note – it is recommended that you use Connect for all auto email requests.

- You must have access in AY to create Email Templates.
- If you do not have access please contact your Admissions Officer for assistance.
- Training for creating Email Templates is available through AY. See Training Available in AY.
- If you need additional assistance contact your admissions representative..

Emailing in AY





- You can email applicants or potential applicants individually or send the same message to a group of people.

Email Individual Applicants

- Conduct a search to locate applicant. See Searching for Applicants.
- For the Search Results screen locate the applicant's name.

Application Module :: Search Results Sort: Ascending Descending

show | hide instructions Record: 1 - 2 of 2

<u>Name</u>	<u>Email Address</u>	<u>Submitted</u>	<u>Export</u>
<input type="checkbox"/> Test, April	areiman@siu.edu	10/12/2011	Y  
<input type="checkbox"/> Test, Sinha	rsinha@siu.edu	10/27/2010	Y  

Click to select or deselect all records on this page

Select an Action:

Apply to Selected Apply to All

- Click on the applicant's email address.
- A new message box in your email program will open.
- Type message and send.

Email Groups of Applicants

- Conduct a search to locate the applicants. See Search for Applicants.
- Choose the individuals you wish to contact. See Search Results.
- From Select an Action Choose Send Email. See Search Results.
- The Perform an Action – Send Email page will open.
- Email Templates need to be created in advance. See Creating Email Templates.

Application Module :: Perform an Action :: Send Email

|

Records in Action: 2

Select a Template *: Choose Email Template here

Subject:

Message:

- Use the down arrow in Select a Template to choose the name of the email template you are sending.
- The email message will populate into the template.
- Messages are defaulted to be sent immediately.
- Click Send if you want the message mailed immediately.

- Click Back to return to Search Results.

Send Now or Schedule for Later

Mail Batch Name*:

Mail Batch Description:

Mail Now:

OR

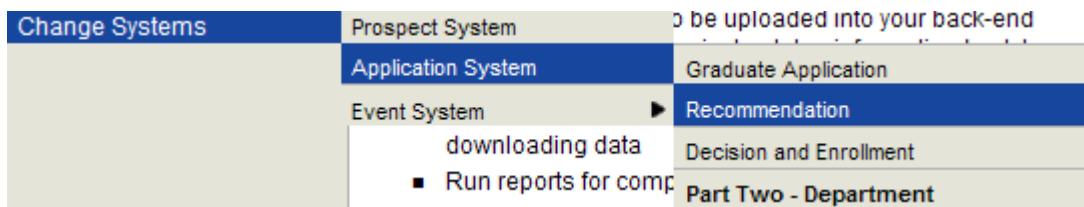
Time to be Mailed: (all times are EST)

Date to be Mailed:

- To enter a specific time and date to send the message first enter a name in the mail batch description.
- Use the down arrow to change the time you wish the message to be mailed.
- Change the date you wish the message to be mailed.
- Click on Send.
- Click Back to return to Search Results.

Working in Recommendation Module

- Use the Change Systems link to navigate to the Recommendation Module.



- A rollout menu will open.
- Choose Application System and another rollout menu will open.
- Choose Recommendation.
- You will be taken to the main page of the Recommendation Module.

Recommendation

Main Menu

Recommendation

Search for Recommender

Recommendation Admin ▶

WebCenter Administration ▶

Change Systems ▶

Recommendation Module :: Recommendation

The Recommendation Module can be used to manage your online Recommendation package. Use the system to build your Recommendation forms, configure the style sheet, set up business rules, and manage your email templates.

[Click here to view](#) a recorded training session that outlines the use of the Recommendation module.

Online Recommendations: Here's How it Works...

For your applicants:

- Applicant inputs names and contact information for each provider and indicates the delivery method for the Recommendation. You can set up a print version of your form so that an applicant can download/print a copy for providers who prefer the paper method.

Overview	
Recommendations Requested Online:*	8171
Recommendations Requested Offline:*	4164
Online Recommendation Not Submitted:*	1926
Online Recommendations In-Progress:*	297
Online Recommendations Submitted:*	6245
Online Recommendations with Application Submitted	5714

* These numbers reflect totals as of

- An overview box on the right side shows summary information about Recommendations, such as the number of Recommendations Requested online; recommendation Requested Offline; Online Recommendation Not Submitted; Online Recommendations In-Progress; Online Recommendations Submitted; Online Recommendations with Application Submitted. You will see information for your department only.

- From the Recommendation Page choose Search for Recommender

Main Menu

Recommendation

Search for Recommender


Recommendation Admin ▶

WebCenter Administration ▶

Change Systems ▶

- A Search for Recommenders Page will open. Navigate in the Recommendation section the same way you do in the Graduate Application Module.

Display Options

Number of Records to Display:  Online Offline Both

Do you want to view the records with details

- Display options will show the total number of files that will be returned during the search. The number is defaulted to 50. Click on the down arrow to change the number of records displayed.
- Records Options will show the type of recommender information to be displayed. The type is defaulted to online. If you would like to search for offline or both types of recommenders, use the radio button to change.

Record Options

Record Options

Recommendation Submitted Recommendation Not Submitted

Recommendation & Application Submitted

Recommendations Not Printed

Recommendations Not Exported

- Defines the search parameters for Recommendation information.
- Search is defaulted to Recommendation Submitted.
- Use Radio buttons to change.

Search by Date

Search by Date

Creation Date 

Submission Date 

- Choose dates the same way as in the Graduate Application Module.
- Click Submit to Execute Search.

Search by Recommender's Information

Search by Recommender's Information

submit

First Name: Wildcard searches can be performed.

Last Name: Please [click here for assistance](#).

Email Address:

Personal Access Code:

- Use this section to search by the Recommender's Information.
- Access Recommendation Section under Supporting Documents on the Application Status page for names.
- Search for name information the same way as in the Graduate Application Module.
- Click Submit to execute search.

Search by Applicants Information

Search by Applicant's Information

submit

First Name:

Last Name:

Email Address:


PIN:


- Can search Application for recommendations by using the students name if recommender's names are not known.
- Click Submit to execute search.

Search by Date Range


Search by Date Range submit


Submitted Date

From: 


To: 


Printed Date

From: 

To: 

Exported Date

From: 

To: 



- Select the appropriate radio button.
- Enter the date range.
- Click Submit to execute search

Search Results Screen – Recommendation Module

- Once you have executed a search a list of recommenders will be generated based upon your search parameters.

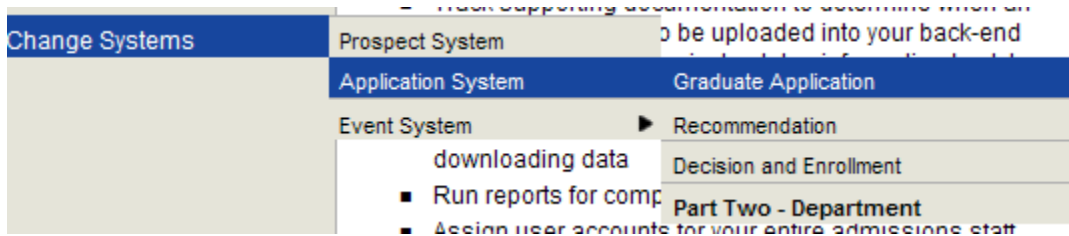
Recommendation Module :: Search Results Sort: Ascending Descending

[show](#) | [hide instructions](#) Record: 1 - 12 of 12

Recommender Name	Email Address	Submitted	Export
<input type="checkbox"/> B		10/21/2011	N 
<input type="checkbox"/> C		10/20/2011	N 

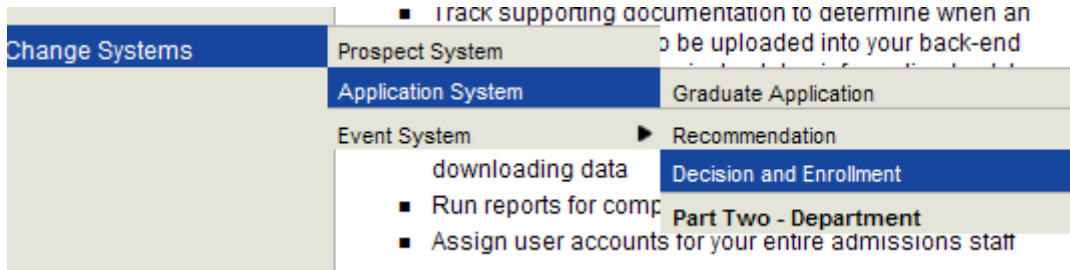
- Now you can perform actions on your list of recommenders.
- To perform the same action on all recommenders in the list, click on the Click to select or deselect all records on this page checkbox.
- Click on the radio button Apply to All.
- Use the drop down arrow next to Select an Action to choose which action to perform.
- Click on Go to perform the selected action.
- To perform an action on some of the recommenders in the list, click on the checkboxes next the applicant's name.
- Change the Radio button to Apply to Selected.
- Use the drop down arrow next to Select an Action to choose which action to perform.
- Click on Go to perform the selected action.

- You can view/print individual Recommendation information by click on the PDF icon on the right side of the page.
- All documents uploaded by the student, except for recommendation letters, are attached to the application.
- To conduct a new search for Recommenders click on New Search.
- Use the Change Systems link to return to the Graduate Application.

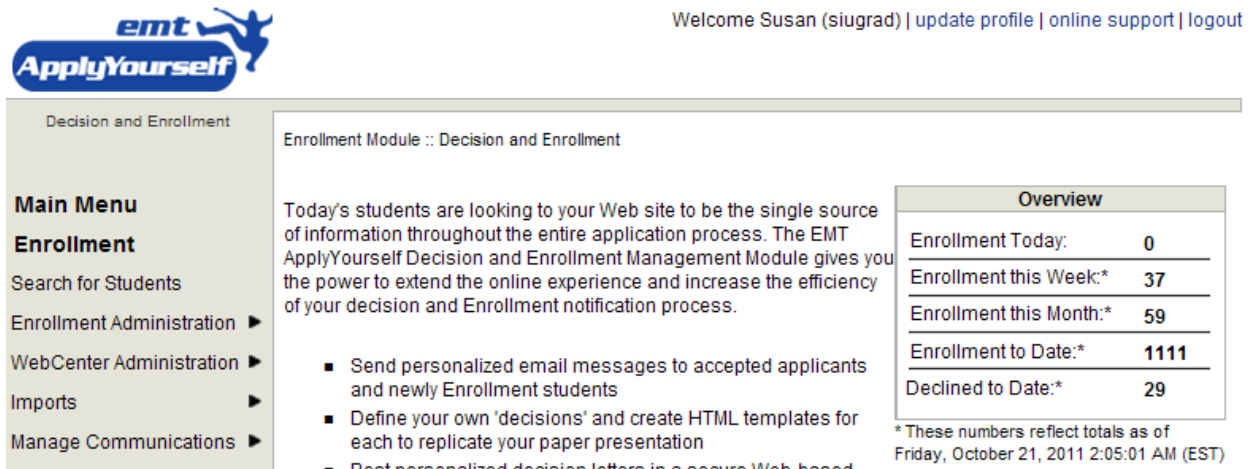


Working in Decision and Enrollment Module

- **Note:** Enrollment is not referring to registration. Enrollment refers to the acceptance/denial of an admission letter.
- Use the Change Systems link to navigate to the Decision and Enrollment Module.

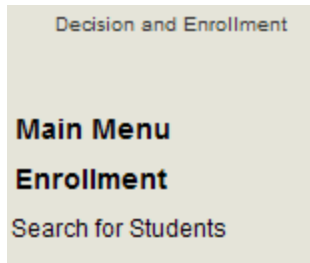


- A rollout menu will open.
- Choose Application System and another rollout menu will open.
- Choose Decision and Enrollment.
- You will be taken to the main page of the Decision and Enrollment Module.

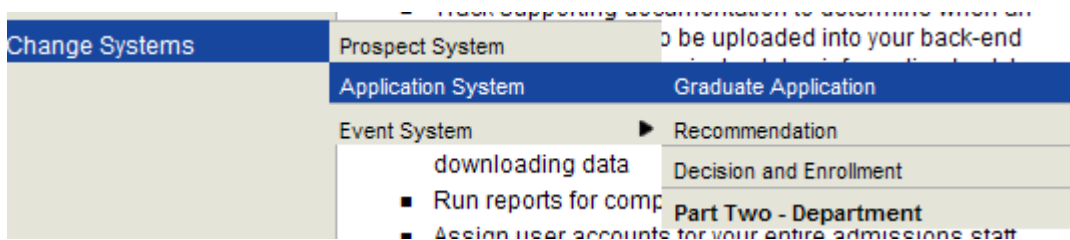


- An overview box on the right side shows summary information about enrollments, such as the number of Enrollments received Today; This Week; This Month; Total Enrollments received and of admissions Declined to Date. You will see application information for your department only.

- From the Decision and Enrollment Page select Search for Students

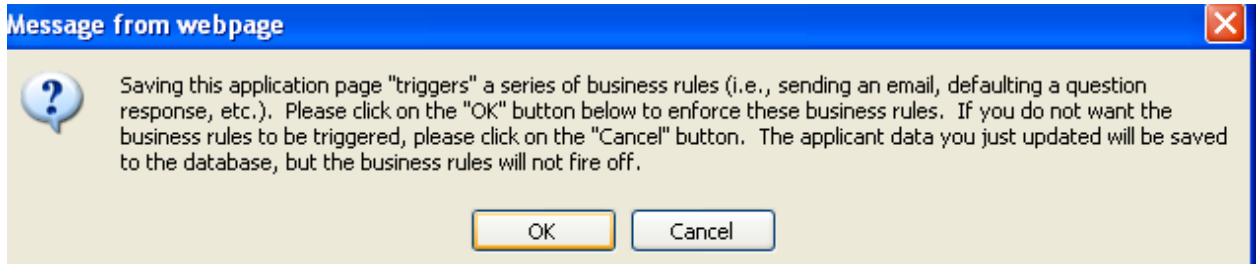


- Search for applicants the same way you do in the Graduate Application Module.
- Use the Change Systems link to return to the Graduate Application.



Admission Paperwork

- All Admission Paperwork is processed through AY.
- Departments are to send requests for admission, along with all required documents – including SIU transcripts – to their admission representative.
- Departments must complete and save the Departmental Review form located on the Applicant Summary Page.
- A pop up message regarding triggers will appear.



- Click OK to engage the Triggers and let the next reviewer (your admissions representative) know that that the department has formally approved the applicant's admission.
- Admissions representative in Graduate School will be notified.
- US citizens/Permanent Residents will be admitted once file is processed.
- International students will be forwarded to Michelle Neill for verification of funding.
- Michelle will notify Graduate School once funding has been verified.
- Graduate School codes Admission decision and publishes the decision so applicants can view.